

Step 1

- Site Approves Student's Request

Step 2

- Student completes and submits application to Department

Step 3

- [Department](#) Reviews Application for Educational and Clinical Merit and Approves or Denies Request
- If Approved, Department Forwards Application to Curriculum for Final Decision

Step 4

- Curriculum Approves or Denies Application
- Curriculum Notifies Student and Department

Step 5

- Student updates schedule via a process called [Open Scheduling](#)